



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Staff Services Manager I

Monthly Salary: \$5,079 - \$6,127

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-4800-011

Refer to Job ID# J09-019

Final Filing Date: January 13, 2010

The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.

General Statement of Duties:

Under the general direction of the Chief of Financial Operations, Rate Development and Contracts, the incumbent acts as the Financial Operations and Rate Development Manager and provides special assistance to Executive Staff and management on all fiscal matters, and provides a broad range of administrative and technical services to program staff.

The Financial Operations Manager has direct supervision of 5 professional staff and 1 student.

Financial Operation Unit: Oversees the design, implementation, and/or maintenance of fiscal payment and reporting systems for the Board's four programs to maintain adequate levels of cash flow to contractors; provides information for the financial review and performance evaluation of contractors. This unit is primary liaison with health, dental, and vision plans contractors for issues related to payments, reconciliations of payments and fiscal integrity. Advises program management on the overall financial soundness of contractor health plans; designs and implements the financial, analytical and statistical systems necessary to support rate negotiations for the Healthy Families Program and Access for Infants and Mothers and setting the premium rate for MRMIP. In addition, this unit coordinates medical loss ratio reviews for plans participating in the Healthy Families Program.

Manage and Oversees Specific Duties Which Includes:

The design, implementation, and maintenance of the Board's financial system to comply with the reporting and audit requirements of Board's management and the federal government. Act as a liaison to Health Insurance Contractors to resolve payment issues. Provide statistical and analytical support for contract rate negotiations. Review CalStars reports and prepare management reports. Develop, update, and report on cash flow projections. Review the performance and internal controls of administrative contractors. Design, implement, and maintain the fiscal reporting systems for contractors for the Board's three programs. The systems are used to monitor and maintain adequate levels of cash flow to contractors to pay for medical claims, capitation payments, and to provide information for the auditing and performance evaluation of contractors.

Act as the Board's liaison with its contractors to assure accurate and timely reporting of financial information and to resolve audit protocol and contract monitoring issues. Analyze the certified audits and financial statements of contractor health plans, and relevant reports on health plans by the Departments of Insurance and Corporations, in order to advise program management on the overall

financial soundness of contractors. Develop and implement systems for reconciling contractor accounts to expenditures. Review, analyze and approve monthly invoices for contracted plans. Provide statistical and analytical support for health, dental and vision plan rate negotiations. Assure compliance regarding accounting and auditing requirements of the federal government. Assist in the auditing of reported incidence of marker diagnoses pursuant to the risk adjustment methodology.

Overall Management: Analyzes workflow and identifies areas requiring modification and streamlining; ensures that subordinate employees are committed to excellent customer service and continuous improvement; develops and implements a status report system so that customers are aware of the status of their requests; solicits feedback regarding Budget and Fiscal Forecasting functions and addresses weaknesses identified.

Desirable Qualifications: Demonstrated experience with State budgeting and fiscal forecasting/caseload estimating; working knowledge of the accounting process; ability to analyze data, draw sound conclusions, and present ideas and information effectively, both verbally and in writing; experience working with control agencies; proficiency with Microsoft Office products, particularly Excel and Word.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

Special Requirements: This position is required to file a Form 700 under the Board's Conflict of Interest code.

Other Expectations: Demonstrates commitment to performing duties in a service-oriented manner. Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment. Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Individuals at the Research Analyst II (G) level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID# J09-019 and Position # 443-300-4800-011 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: January 13, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.